

Borough of Middlesex  
Office of Construction Official  
1200 Mountain Avenue  
Middlesex, NJ 08846  
Phone: 732-356-7400 ext 247 Fax: 732-356-3050

(Change of Title)

**\*Note: Certificates require an inspection of the dwelling please file application accordingly. Inspections are done Tuesday and Thursday 2-4 p.m. \***

- Complete the attached Change of Title application with police form
- Complete the attached Hold Harmless letter and MUST BE notarized
- Floor(s) plan layout to include but not limited to: all floors of dwelling from attic to the basement, all rooms located on each floor, all sinks, washer, dryers, furnace, water heater, built in microwave(s), etc...
  - \$100.00 Check made payable to: Middlesex Borough  
(Checks or cash accepted)

**AND**

- Complete the application for Resale Certificate
- \$100.00 Check made payable to: Middlesex Borough  
(Checks or cash accepted)
- \$50.00 Check made payable to: Office of the Fire Marshall  
(Check or money order only NO CASH to Office of Fire Marshall)

**ALL PAPERWORK AND FEES GET RETURNED TO THE CONSTRUCTION DEPARTMENT.**

**WE WILL FORWARD TO THE COUNTY, THE POLICE AND THE ZONING DEPARTMENTS.**

**BOROUGH OF MIDDLESEX**

FEE PER DWELLING UNIT \$100.00

1200 Mountain Avenue

Middlesex, NJ 08846

Office of the Construction Official

732-356-7400 ext-247

Fax 732-356-3050

**APPLICATION FOR CHANGE OF TITLE**

**\*Note: Certificates require an inspection of the dwelling please file application accordingly. Inspections are done Tuesday and Thursday 2-4 p.m. \***

Date of application: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Address of Property: \_\_\_\_\_

Present Owner's Name(s) & address: \_\_\_\_\_  
(First & Last names required)New Owner's Name: \_\_\_\_\_  
(First & Last names required)Type of Structure: ☐ Single Family ☐ Multi Family No. Bedrooms per unit: \_\_\_\_\_

# of Units \_\_\_\_\_

I hereby request a Change of Title Certificate for the above mentioned property.

\_\_\_\_\_  
Signature of Applicant

Person to call when certificate is ready: \_\_\_\_\_

Full Name

Phone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

Or

Email: \_\_\_\_\_

\_\_\_\_\_  
For Office Use Only:

Date \_\_\_\_\_

Payment: \$ \_\_\_\_\_ Received By: \_\_\_\_\_

Check No. \_\_\_\_\_ Cash \_\_\_\_\_

Certificate No. \_\_\_\_\_

\_\_\_\_\_  
(First and Last names/organization/agency)

\_\_\_\_\_  
(Applicants present address)

\_\_\_\_\_  
(Address cont.)

\_\_\_\_\_  
(Phone No.)

\_\_\_\_\_  
(Email address)

### **Hold Harmless and Indemnify Agreement**

Date: \_\_\_\_\_

Borough of Middlesex  
Construction Department  
1200 Mountain Avenue  
Middlesex, NJ 08846

RE: Change of title request for \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_  
(Address of requested property)

The undersigned party is hereby requesting a Change of Title Certificate for the purposes of closing on the above mentioned property in the Borough of Middlesex. The above property is not in habitable condition and will not be occupied. I/We hereby agree to defend, hold harmless and indemnify the Borough of Middlesex from and against any and all liability resulting from the issuance of a Change of Title.

Furthermore, I/We shall promptly apply for all applicable permits within 20 (twenty) days of our closing and further agree not to occupy until all permits have been closed out by all applicable Borough officials, and the Residential Resale inspection has been made and the Certificate issued.

Sworn and subscribed me

This \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_ (date)

\_\_\_\_\_  
NOTARY PUBLIC OF NEW JERSEY

\_\_\_\_\_  
APPLICANT(S) SIGNATURE





# MIDDLESEX BOROUGH POLICE DEPARTMENT

1101 Mountain Avenue  
Middlesex, New Jersey 08846  
732-356-1900  
732-356-7218 Fax

Matthew P. Geist  
Chief of Police

## RESIDENCE FILE

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Street: \_\_\_\_\_

Mail Address if different from above: \_\_\_\_\_

City: Middlesex State: NJ Zip: 08846

Phone: \_\_\_\_\_ Date: \_\_\_\_\_

NIGHT LISTINGS:                      Name                                      Phone Number

- |    |       |                       |
|----|-------|-----------------------|
| 1. | _____ | _____ - _____ - _____ |
| 2. | _____ | _____ - _____ - _____ |
| 3. | _____ | _____ - _____ - _____ |
| 4. | _____ | _____ - _____ - _____ |

Comments: \_\_\_\_\_

\*\*\* PLEASE REPORT ANY CHANGES OF NIGHT LISTINGS TO POLICE IMMEDIATELY \*\*\*

PLEASE COMPLETE AND RETURN FORM TO:

Middlesex Police Department  
1101 Mountain Avenue  
Middlesex, NJ 08846

NOTE: PURSUANT TO N.J.C. 5:18-2 (STATE FIRE CODE), A COPY OF THIS FORM WILL BE SENT TO THE MIDDLESEX BOROUGH BUREAU OF FIRE PREVENTION.

POLICE USE ONLY - Date Copy Sent to BFP: \_\_\_\_\_ By: \_\_\_\_\_

Payment \_\_\_\_\_  
Check No. \_\_\_\_\_  
Cash \_\_\_\_\_  
Rect No. \_\_\_\_\_  
Date \_\_\_\_\_

BOROUGH OF MIDDLESEX  
1200 Mountain Ave  
Middlesex, NJ 08846  
Office of the Construction Official  
732-356-7400 ext 247 FAX 732-356-3050

FEE PER DWELLING UNIT \$100.00  
REINSPECTION FEE \$50.00

APPLICATION FOR RESALE CERTIFICATE/RESALE LEASED CERTIFICATE  
(RESIDENTIAL)

Date \_\_\_\_\_

Date of Closing \_\_\_\_\_

Property Address \_\_\_\_\_

Present Owner's Name(s) & Address  
\_\_\_\_\_  
\_\_\_\_\_

New Owner/Tenant: \_\_\_\_\_  
(First & Last Names Required)

Unit# \_\_\_\_\_ Block \_\_\_\_\_ Lot(s) \_\_\_\_\_ Zone \_\_\_\_\_

No. Bedrooms per unit \_\_\_\_\_  
\_\_\_\_\_

Type of Structure: ☐ Single Family ☐ Multi Family  
#of units \_\_\_\_\_

I hereby request you to make an inspection for a Resale Certificate/Resale Leased Certificate for the above mentioned property.

Person to contact concerning inspection: \_\_\_\_\_

Phone No (between 9:00 AM & 2:00 PM) \_\_\_\_\_

Home: \_\_\_\_\_

Business: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

For Office Use Only:

Approved as \_\_\_\_\_ BY: \_\_\_\_\_

Use Group \_\_\_\_\_

Inspection Day \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

**THE STATE OF NEW JERSEY AND THE BOROUGH OF MIDDLESEX REQUIRE  
THE FOLLOWING ITEMS TO BE IN COMPLIANCE PRIOR TO THE ISSUANCE OF  
A RESALE/LEASED CERTIFICATE**

- Smoke detectors are required at a minimum of one (1) on each floor within ten (10) feet of all sleeping areas including the basement. Smoke detectors have to be within seven (7) years of the manufacturing date.
- Carbon monoxide detectors: one (1) CO detector to be installed within ten (10) feet of all sleeping areas- outside room
- A fire extinguisher shall be mounted within ten (10) feet of the kitchen area – no smaller than a 2 ½ pound nor larger than a 10-pound ABC type rated fire extinguisher.
- Running water
- Functioning electric
- At least one flushable toilet
- Rails & guard on steps of three (3) risers or 30 inches
- Well water and/or septic system report from Board of Health (if applicable)
- Water heater grounded (jump bonded) & discharge tube not to be reduced and within six (6) inches of the floor
- Solid aluminum dryer vent pipe – not flex pipe
- Anti-tilt device on stove
- House numbers visible from street
- Egress doors readily openable from inside the dwelling without the use of a key or special knowledge or effort
- No presence of mold and/or water damage
- Any outstanding fines or liens paid in full
- Floor(s) plan layout to include but not limited to: all floors of dwelling from attic to the basement, all rooms located on each floor, all sinks, washer, dryers, furnace, water heater, built in microwave(s), etc...
- The Middlesex Resident Info forms and fees for new owners and/or tenants must be brought to the Construction Office before any inspections are scheduled.



**BOROUGH OF MIDDLESEX ZONING DEPARTMENT**

Barrie Palumbo  
Zoning Officer/Code Enforcement  
1200 Mountain Avenue  
Middlesex, New Jersey 08846  
732-356-7400 Ext: 260  
[bpalumbo@middlesexboro-nj.gov](mailto:bpalumbo@middlesexboro-nj.gov)

**\*NEW OWNER INFORMATION\***

**RESIDENCE FILE**  
**(please print clearly)**

Property address: \_\_\_\_\_

Buyer's name(s): \_\_\_\_\_

Buyer's Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Buyer's Phone: \_\_\_\_\_

Buyer's Email: \_\_\_\_\_

**(Please check the appropriate boxes):**

Type of Structure: ☐ Single Family ☐ Multi Family

If Multi Family: Number of Units \_\_\_\_\_

☐ Owner Occupied ☐ Rent all units

USE OF PROPERTY: ☐ Primary Residence ☐ Rental Unit ☐ Demo